Creating and Managing Documents Module Worksheet

Directions: Use the Creating and Managing Documents Module in your E-learning to answer the following question. Answer the questions in a different color font that is easy to read. You will notice the **BOLD** headings give you a hint where you might find the answers.

**Intro:**

1. List two of the objectives that you will be able to complete after viewing this module.

**Intro to Word 2010:**

1. What tab to you use to access the backstage view?
2. What do you use the Save and Send option for?
3. What do you use the Smart Art Feature for?
4. What do you use the Navigation Pane for?
5. Why would you want to collaborate and share documents?

**Creating a Document:**

1. What tab would you use to Insert the date? Then Insert the Date on this worksheet.
2. How do you re-size images?
3. Create a Hyperlink from this document to the site blackboard.wcpss.net
4. What does it mean to convert a document to Word 2010?

**Viewing a Word 2010 Document:**

1. Define the following Views:
   1. Print Layout
   2. Full Screen Reading
   3. Web Layout
   4. Outline
   5. Draft

**Play the Document Views Game until you score 100%**

**The Formatting Options:**

1. Give the short cuts for the following:
   1. Bold
   2. Italic
   3. Underline
2. Create a multilevel list with the last 3 short cuts answers (bold, italics, underline)

**Browsing a Document:**

1. How many view tabs does the Navigation tab provide?
2. Explain how to search for a word or phrase?

**Complete the Self Test until you score a 100%**